

## **Our Lady of Lourdes Parish Parish Center Rental Guidelines**

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The following are some rules and regulations to follow that will make your event at Our Lady of Lourdes Parish Center run as smoothly as possible. These guidelines are established for your benefit so that the set-up and decorating of the parish center are carried out without any problems. These rules also ensure that the parish center is not damaged in any way. If you are unsure of any of these rules and regulations, please ask for clarification at the time the contract is signed.

### **Decorating and Special Effects**

If the parish center is not rented the previous night, we will allow for it to be opened so that decorating can take place. During the school year, this will be after 4 p.m. Coordinate floral delivery and set up with decorating. Nothing may be placed on the walls, ceilings, pillars, doors or windows. No tape, duct tape, fasteners, nails, screws, other materials which may deface the walls, glue, glitter, confetti, pins, bubbles or items hanging from the ceiling or sprinkler heads. The use of tape on the floors is prohibited. Candles or open flames are not allowed. Battery operated candles can be used. Decorations must be removed at midnight the same day of the event.

No special effect devices, smoke machines or pyrotechnics permitted.

### **Music**

No music may be played **before 6:00 pm**. Bands and DJ's must use their own sound system. Band must be ready to leave at 12:00 midnight with their equipment.

### **Caterers**

Caterers/Renters are allowed access to the kitchen **only** to store their supplies and perform limited functions. The use of the sinks is permissible to wash dishes, but the dishwasher is not available. The counter tops can be used. Modest refrigerator space is available. The usage of the kitchen utensils, other equipment, appliances, cleaning supplies, paper products and other items is not permitted. Caterer is responsible for removing all food and equipment, cleaning counter tops and sink and removing all trash to the dumpster. If there are spills on the floor, they need to clean them up. The renter is responsible for hiring the caterer; therefore you are also responsible that they follow all the rules of the Parish Center. Please communicate these rules to them so that there are no misunderstandings.

### **Beverage Service**

If alcohol is to be **sold** at the Renter's event, an event liquor license must be obtained from both the State of Missouri and Franklin County. The liquor license must be displayed in one of the bartender's windows.

No person under the age of 21 years of age shall be served, furnished with or consume alcoholic beverage on the Parish Grounds. Alcoholic beverages shall not be served after 11:30 p.m. or consumed after midnight.

Two serving areas are provided for beverage service and should be used. All beverages at receptions, parties, etc. shall be served in plastic containers only. Glassware may be served at dinners, but should be removed from tables before a dance begins. Renter is responsible for

emptying full trash cans during the event with trash bags provided by the parish and removing these to the dumpsters.

**Insurance**

A Hold Harmless Agreement must be obtained from Renters using the parish premises prior to facility usage.

**Return of Facility**

The parish center must be left in the condition it was rented or the security deposit may not be returned in full and any unusual cleanup or repairs required as a result of the event, which exceeds the security deposit, will be billed to the Renter.

Specifically, to be considered left in the condition it was rented, the rented area must meet the following:

- All personal property belonging to the Renter is removed
- All food is removed
- All tables cleaned off, tablecloths or covers removed and wiped off with a wet dishcloth
- Atrium areas inspected and all trash removed
- All decorations removed from the hall
- All trash picked up from the room(s) rented, the hallway and parking lot and put into trash containers
- Trash bags removed from trash cans and placed into dumpsters
- If beverages or food is spilled on the floor, a wet mop will be used to clean it up
- If necessary, a dry mop will be used to sweep up excess dirt or dust on the floor

The renting party is responsible for making sure they or their caterer completely cleans the kitchen area if it is used.

I, \_\_\_\_\_ (Renter), have read the above guidelines and rules and agree to comply with them.

\_\_\_\_\_  
Renter

\_\_\_\_\_  
Booking Manager

\_\_\_\_\_  
Date